

# General Manager

## The Little Town Club

### **Unique Club/Facility Details**

The Little Town Club is an elegant private women's club, located downtown Santa Barbara, that provides members of various ages lunch Monday-Friday, a monthly dinner and a variety of social activities and lifelong friendships. The clubhouse offers a delightful escape from the busy downtown area. The clubhouse has a private garden and patios, a library and living rooms, and meeting and card rooms in addition to a formal dining room. The Club currently has 211 members.

Club is open 5 days per week, 11 months per year.

### **The Position:**

Reporting to the President and accountable to the Board of Directors, the General Manager shall have complete authority for implementing club operations in accordance with policies and plans as articulated by the Board. The General Manager position needs someone with an appreciation for The Little Town Club's traditions and unique club operations. This position requires strong fiscal management skills and an ability to interact with and lead both staff and members with a clearly focused vision. This individual should have a passion for quality and excellence in everything related to the club. This individual should be willing to recommend and implement appropriate changes, as approved by the Board, and be skilled in managing it to a successful conclusion.

### **Essential Duties and Responsibilities**

Included but not limited to:

1. Overall responsibility and accountability for all club operations.
2. Creating an excellent club experience for members and their guests and emphasizing exceptional, personal member service at all levels.
3. Providing the membership with a variety of high-quality food and beverage choices so that the club remains a dining destination consistent with the club's tradition.
4. Instituting and overseeing sound fiscal policies and controls providing both immediate and long-term financial leadership resulting in annual surpluses.
5. In conjunction with the appropriate committees, preparing the operating and capital budgets for submission to the Board for approval.
6. Fiscal management of the Board approved budgets and assuring the club obtains the quality and quantity of products and services as purchased.
7. Offering innovative ideas while assisting club committees in planning and implementing outstanding special events and member programs.
8. Upkeep and maintenance of all club facilities to the highest standards.
9. Working with the Board to envision longer-term membership needs and to develop both strategic plans and long-range plans, including capital projects, to meet these needs.
10. Proficient in computer skills (QuickBooks, MS Office Suite, email, etc.) with a good understanding of and appreciation for modern IT issues.
11. Attention to the Club's staff:
  - a. Seeing that appropriate HR policies are in place and adhered to.
  - b. Maintaining a positive employee work atmosphere makes staff feel important.
  - c. Treating all staff in a fair and equitable manner.

### **Qualification:**

The successful candidate should have experience in the private club field as a general manager, club manager or as the number one assistant at a premier club. This executive should have unimpeachable integrity, be willing to

experiment and accept new ideas and have a passion for the club. An undergraduate degree from an accredited college or university is preferable. A degree from a leading hospitality institution is a plus, as is certification by the Club Managers Association of America.

**Key Requirements:**

- Experience in facility maintenance and renovations is necessary.
- Be well versed with accounting procedures including GL, AP, AR and Payroll.
- Be familiar with Catering events, as he/she will be acting as Catering Manager.
- Be highly visible to the membership and quickly learn members' names and greet them accordingly.
- Be a very good listener and one who responds positively to input.
- Have the knowledge and experience necessary to lead an outstanding, consistent food and beverage operation of the highest caliber as is appropriate for the club.
- Be a sensitive "people person" who interacts especially well with staff and members alike.
- Understand all of the club's fiscal operations and have the ability to create and control budgets and projects.
- Be a proactive "marketer" capable of increasing revenues and member utilization effectively within a private club environment.
- Sets an example for staff by working with a sense of urgency in a hands-on manner.
- Have an eye for detail and the ability to maintain an impeccable clubhouse.
- Possess excellent communication "writing and oral" skills.

**Date position available**

May 16 – May 31

**The Club will offer:**

The club will provide compensation and benefits package commensurate with experience and qualifications. This includes but is not limited to:

- Base Salary Range: \$90,00.00 - \$100,000.00.
- Holiday Bonus
- Health Insurance - Club pays 75% of premium.
- Paid Vacation.
- Paid Holidays.
- CMAA Allowance (upon approval of the Board)
- Most Weekends, Evenings and Holidays Off

**Please send resumes to:**

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